

Application Number: \_\_\_\_\_

Zoning Certificate Number: Z - \_\_\_\_\_



**CITY OF WOOSTER DEVELOPMENT DEPARTMENT  
PLANNING AND ZONING DIVISION**

**538 North Market Street  
Wooster, OH 44691**

**Phone: 330-263-5238 Fax: 330-263-5274**

**ZONING CERTIFICATE APPLICATION**

**Property Location:** \_\_\_\_\_

**Property Owner:** Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Applicant:** Name: \_\_\_\_\_

(If different than Property Owner) Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Project Type:**  Principal Building  Accessory Building  Addition  Fence  Pool  
 Parking  Home Occupation  Change of Use from \_\_\_\_\_ to \_\_\_\_\_  Other

**Property Acreage:** \_\_\_\_\_ **Zoning District:** \_\_\_\_\_

**Request** (*Use a separate sheet if necessary*): \_\_\_\_\_

**Submittal Requirements:** The reverse side of this form indicates the required items and application fee to be submitted in order for an application to be reviewed.

**Application Fee** (*See the reverse side of this form*): \_\_\_\_\_

**Authorized Signature:** I hereby certify that the information contained in this application is accurate to the best of my knowledge and I am authorized to make this application as the property owner of record or I have been authorized to make this application by the property owner of record.

\_\_\_\_\_  
**Signature of Property Owner or Authorized Applicant** \_\_\_\_\_  
**Date**

**DO NOT WRITE BELOW THIS LINE – FOR OFFICIAL USE ONLY**

**Application Filed:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Fee Paid:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Decision:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Decision:**  Granted  Denied  Conditions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## Submittal Requirements

**2 COPIES** of the following items must be submitted at the time of filing of the application in order for an application to be reviewed by the Development Department:

- (a) Completed application form and payment of the associated application fee (see below).
- (b) A detailed description of the proposed use of the structure or property.
- (c) A plot plan showing the following. Such plans shall be legibly drawn to scale and shall be based on an accurate survey.
  - (1) Zoning District.
  - (2) Property boundary lines and the exact dimensions and area of the lot to be built upon or utilized.
  - (3) Right-of-way of adjacent streets.
  - (4) Location, dimensions, height, and bulk of all structures to be erected or altered.
  - (5) The existing and intended use(s) of all land, buildings, and structures.
  - (6) Dimensions of yards, driveways, and parking areas.
  - (7) Location and use of buildings and adjoining lots within 10 feet of all property lines.
  - (8) Location and dimension of any easements and use of the easement.
  - (9) Lot numbers of the concerned and abutting properties.
  - (10) Each plan shall bear statements declaring that no part of the land involved in the application has been previously used to provide required setbacks or lot area for another structure.
  - (11) Each property owner or authorized agent shall be required to attest to the correctness of the statements and data furnished with the application.
  - (12) Any other pertinent data as may be necessary to determine and provide for the enforcement of this Planning and Zoning Code.

## Zoning Certificate Application Fees

### **Single Family or Two Family Residential Use**

- New Use or Principal Structure.....\$50
- Addition, Alteration or Accessory Structure.....\$25

### **Multi-Family Residential Use (3 or More Units)**

- New Use or Principal Structure.....\$35+\$5 per unit
- Addition, Alteration or Accessory Structure.....\$50

### **Non-Residential Use**

- New Use, Principal Structure, Addition, Alteration or Accessory Structure  
(Less than 10,000 sq. ft.).....\$50
- New Use, Principal Structure, Addition, Alteration or Accessory Structure  
(Greater than or equal to 10,000 sq. ft.).....\$100

### **Other (All Uses)**

- Change of Use.....\$25
- Fence.....\$25
- Home Occupation.....\$25